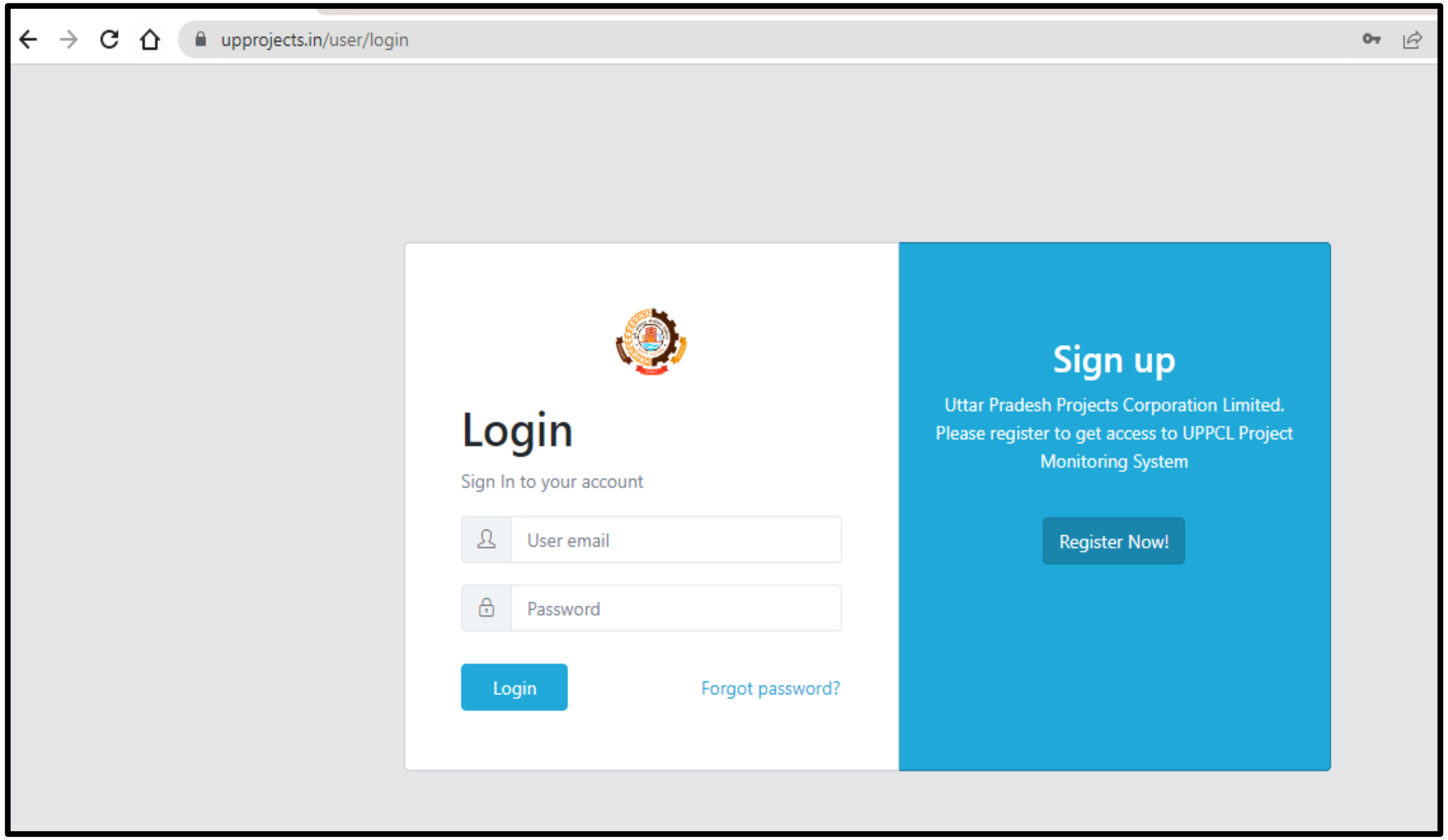
# USER MANUAL

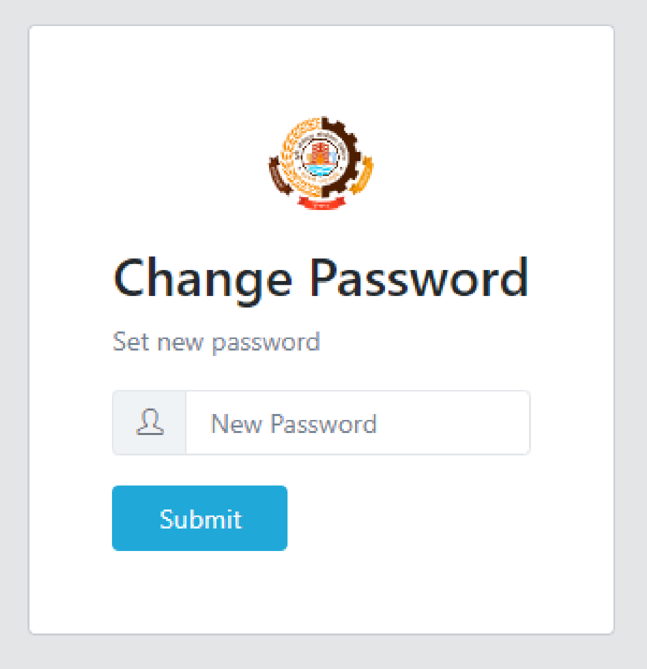
# PROJECT MONITORING SYSTEM

# LOGIN PAGE

Please use the credentials mentioned below to access the  application

| | |
|---|---|
| **URL** | http://upprojects.in/ |
| **Username** | <E-mail id> |
| **Password** | <default password> |



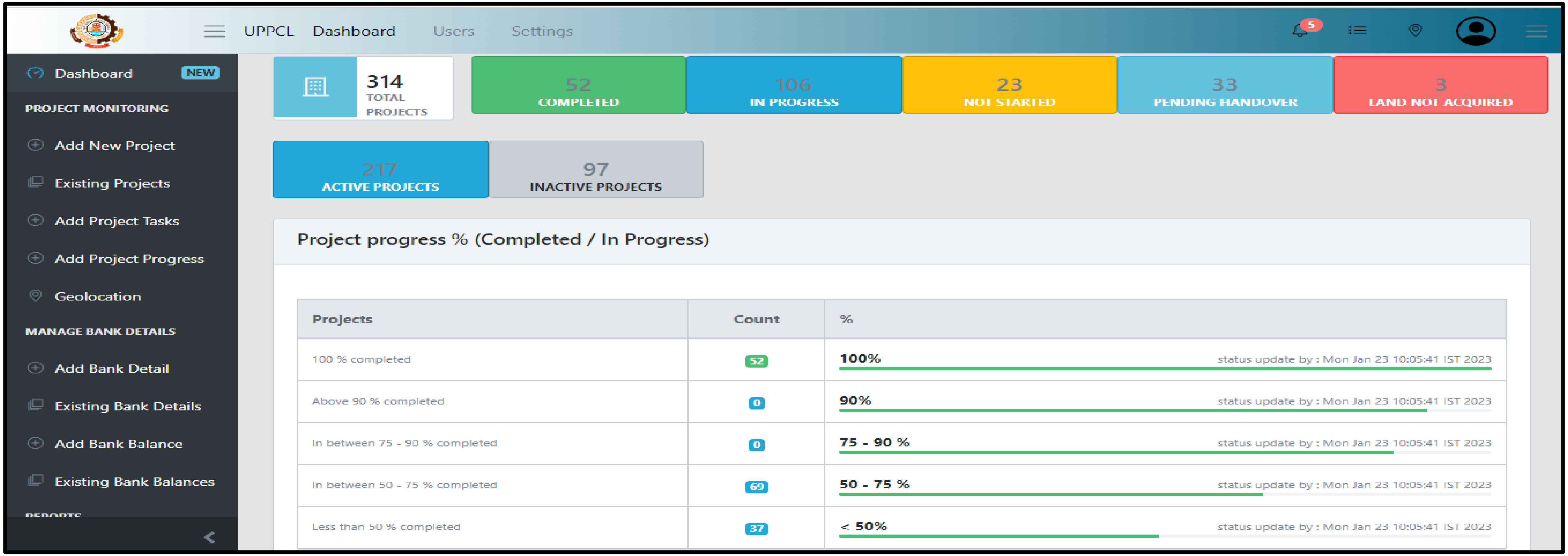




After first login system will ask for password change, please change the password.

# DASHBOARD

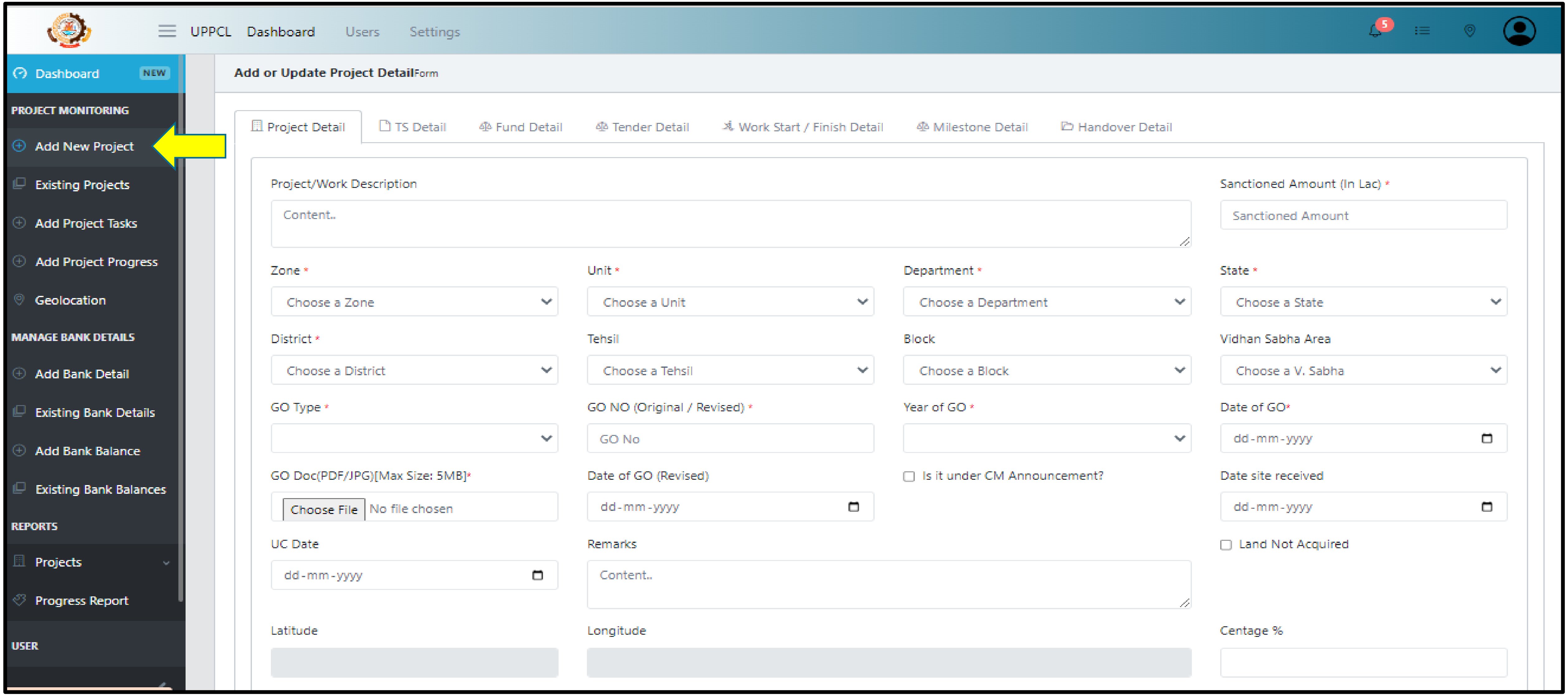
After entering the credentials, user will be directed to Dashboard where summarised view of the projects is available along with all the options to perform the task like:

- ✓ Add New Project
- ✓ View Existing Project
- ✓ Add Project Task
- ✓ Add Progress on the Task



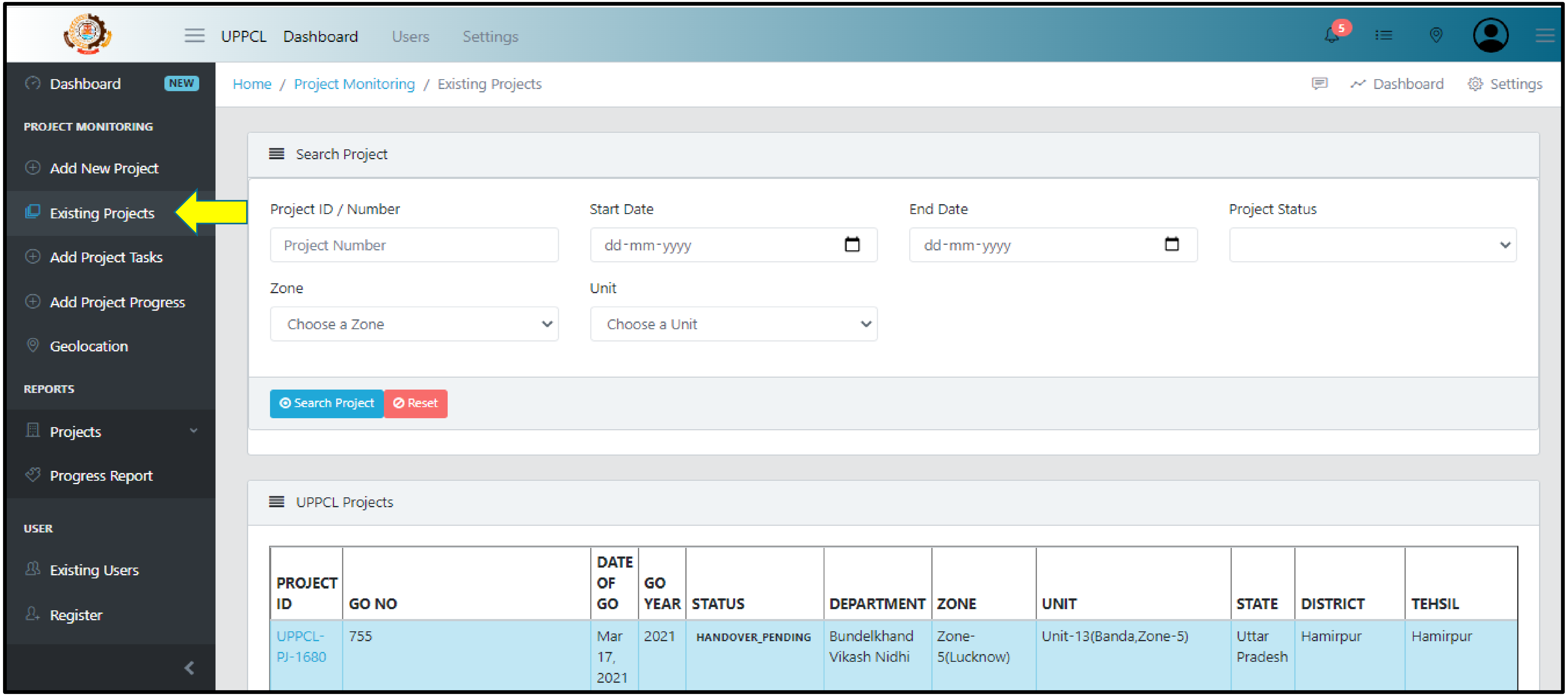
# ADD NEW PROJECT- PROJECT DETAILS

Please click on the **Add New Project link** on the Menu option in the left side and enter the details of Project. The other tabs are disabled and will be enabled once the project details is saved. The project status will be in pending stage until the Handover details are filled.



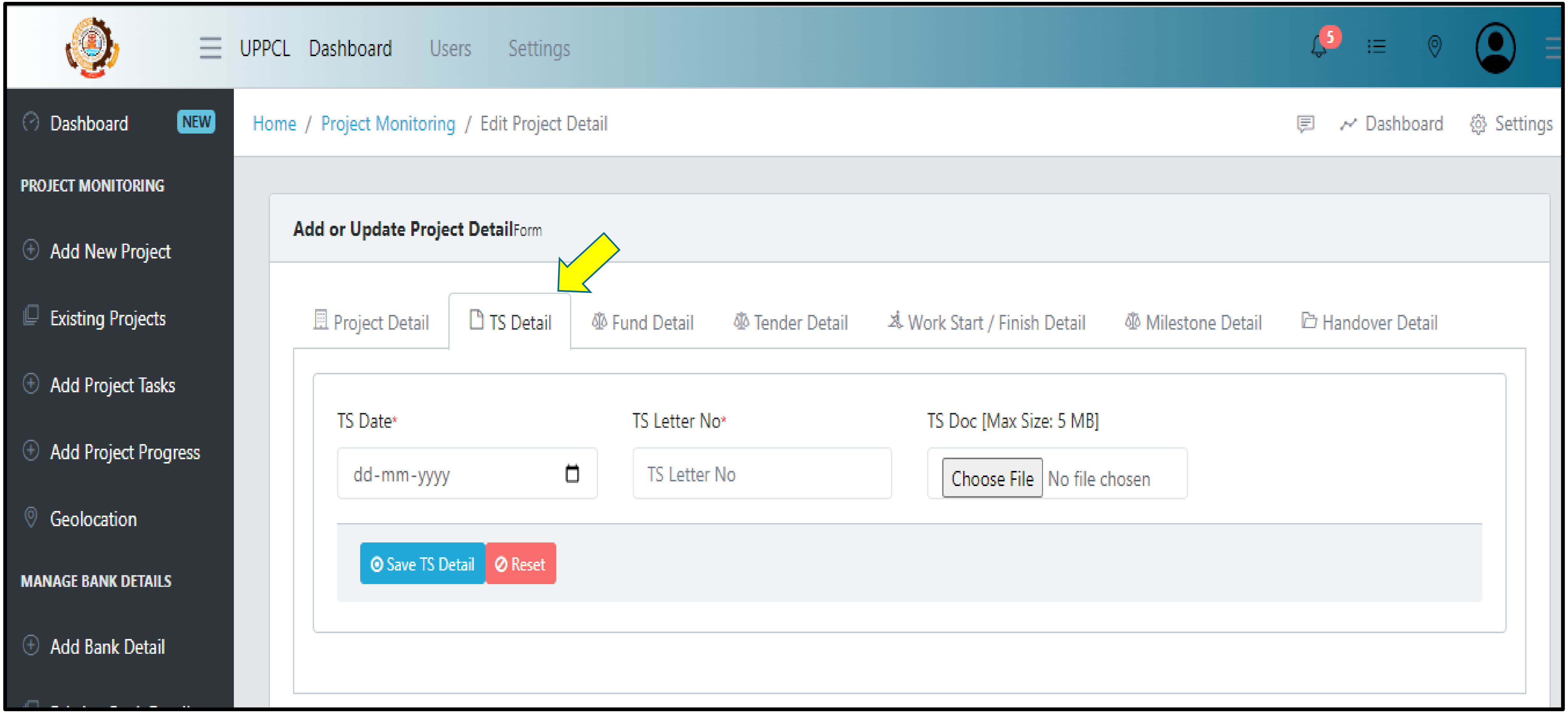
# EXISTING PROJECT DETAILS

Please click on the **Existing Projects Link** on the Menu option in the left side to view existing / added projects. There user can search and view the projects created. User can click on any project**(PROJECT ID) link** to see or update other details of the project like Milestone detail, tender detail, Fund detail etc.



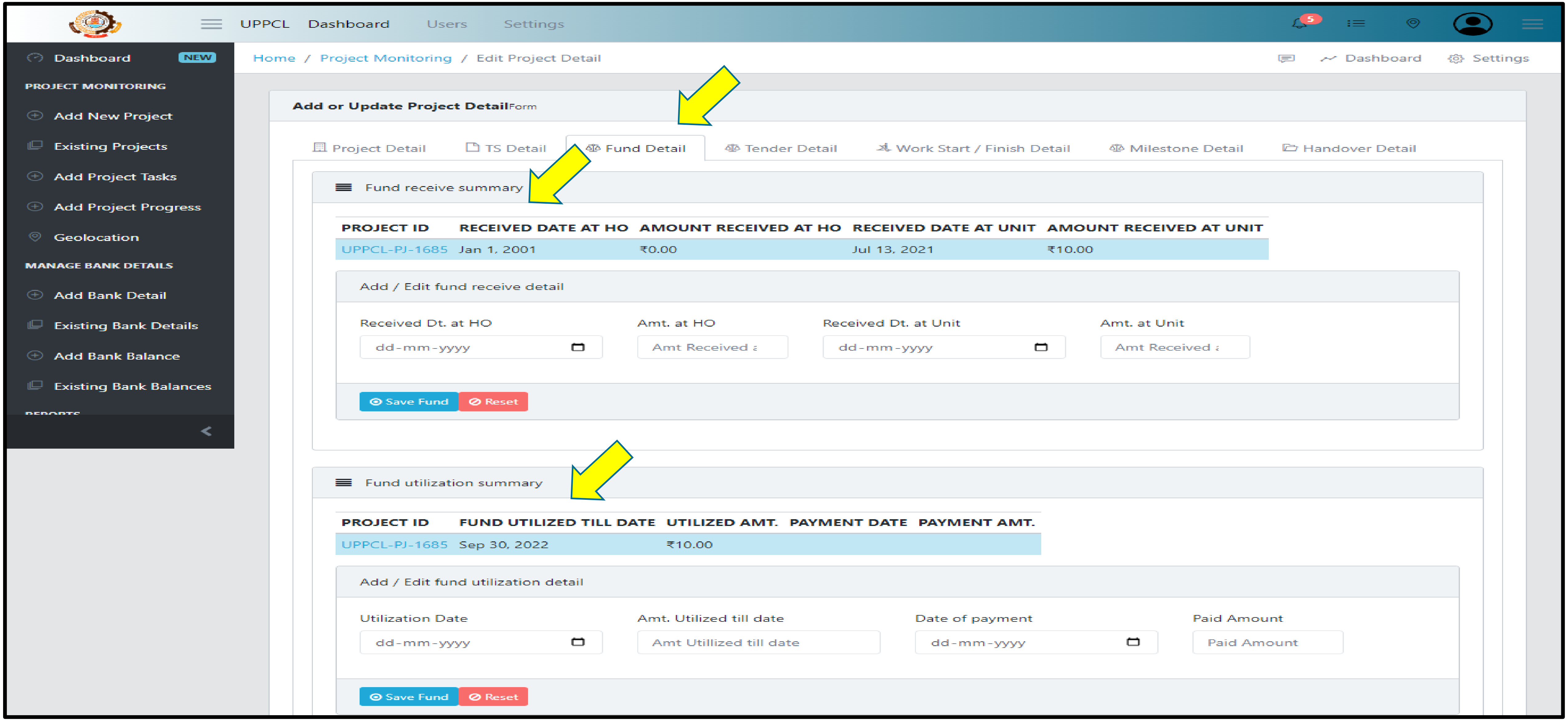
# TS DETAIL

User can fill the TS Detail



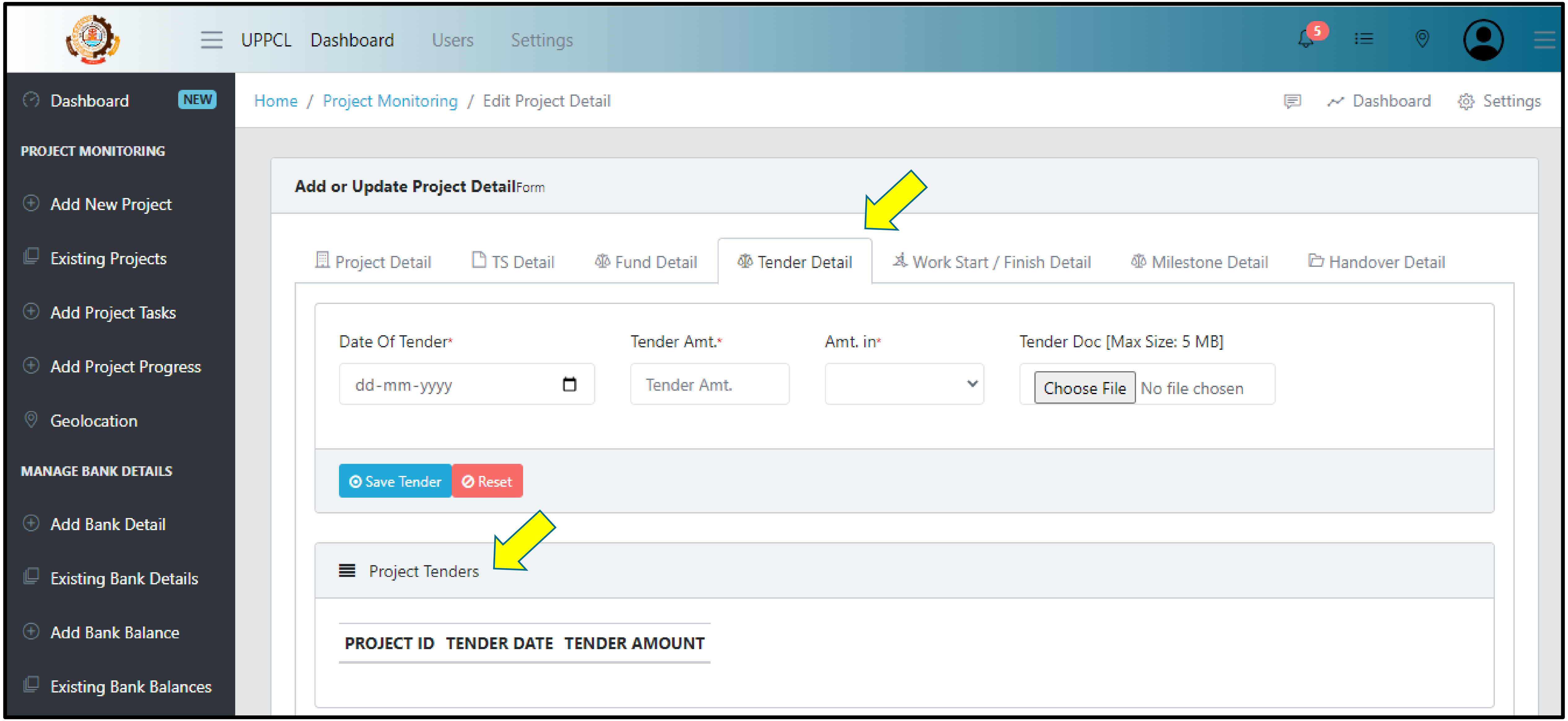
# FUND DETAILS

- User can fill the Fund received details and Fund utilization details. If there are details filled already then it can be viewed on under **Fund receive summary and Fund utilization summary** respectively.



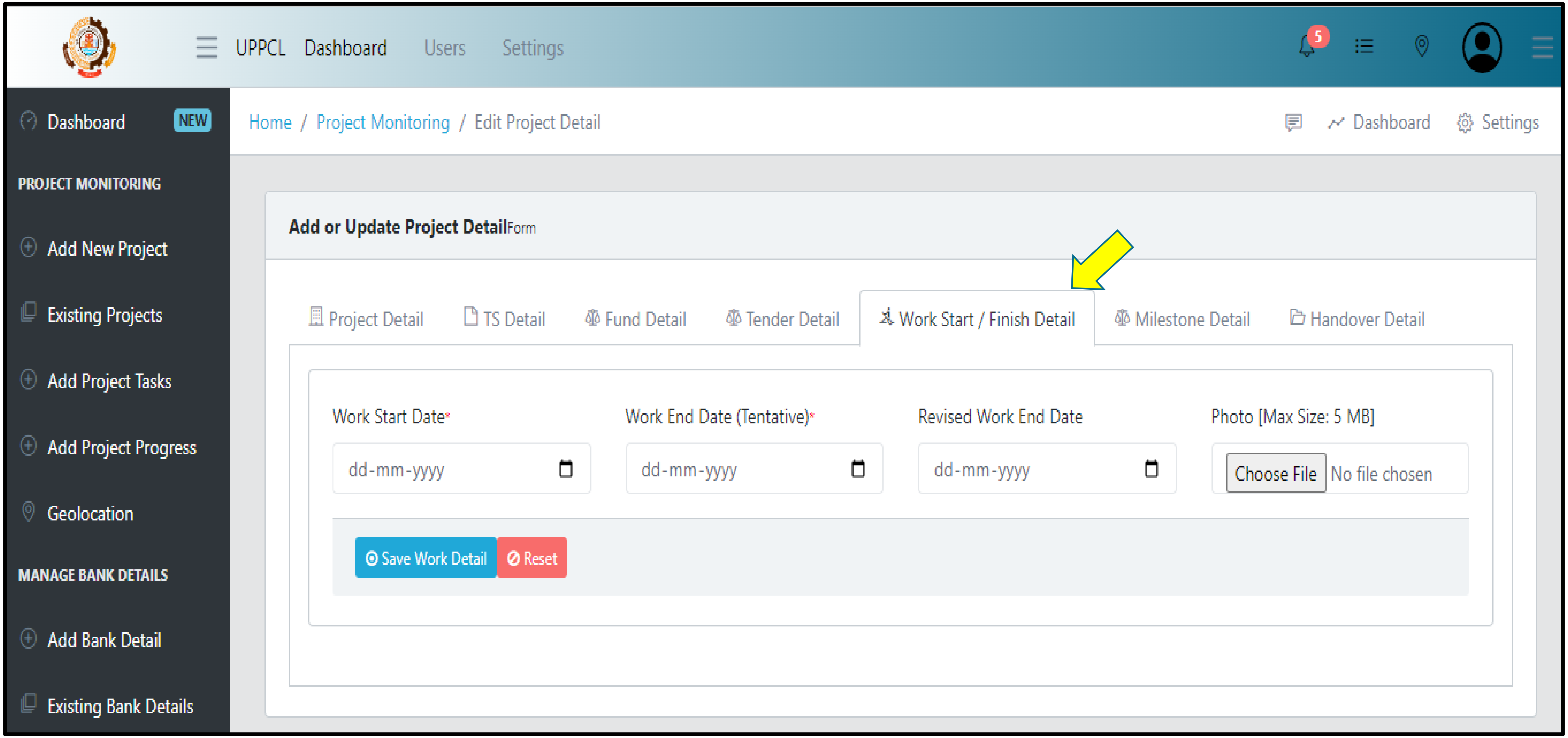
# TENDER DETAILS

User can fill the Tender details. If there are already Tender details filled then it can viewed on under **Project Tenders** section below the Save Tender button



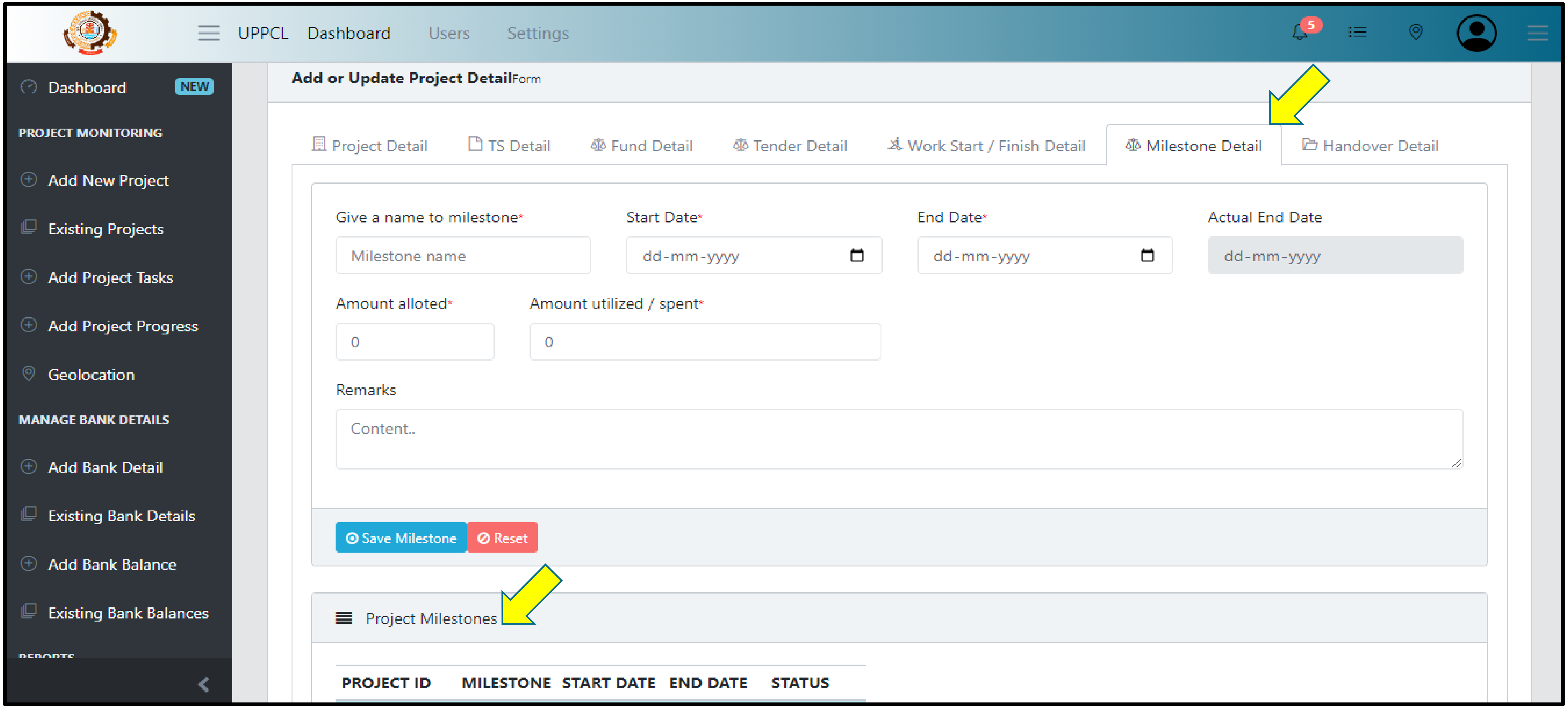
# WORK START/ FINISH DETAIL

User can fill the Work Start Date, Work End Date and also revised Work end date in case there is any delay in the project



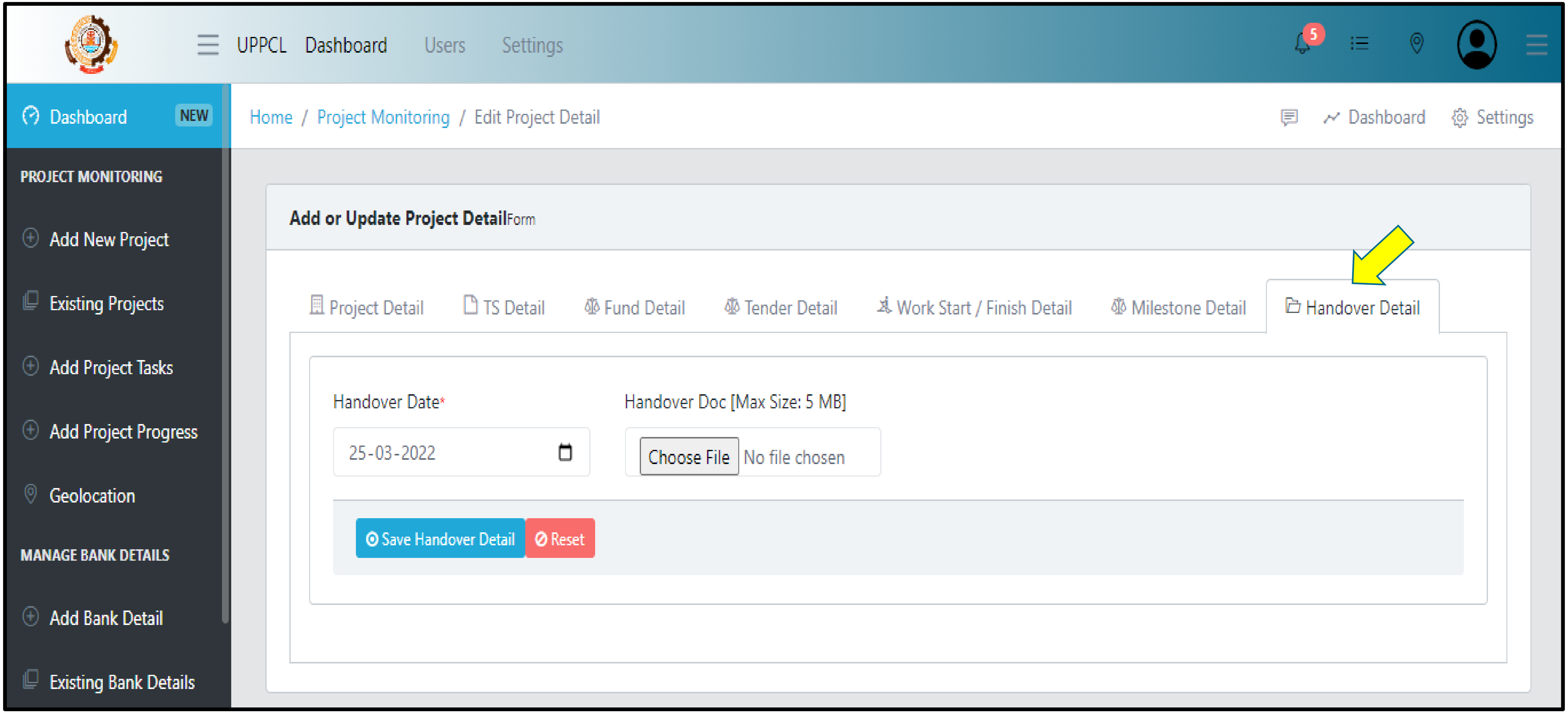
# MILESTONE DETAILS

Milestone refers dividing the project in multiple phases. After selecting the Project user can fill the Milestone details. If there are already milestones created for the project then it can be viewed under **Project Milestones** section below the Save Milestone button



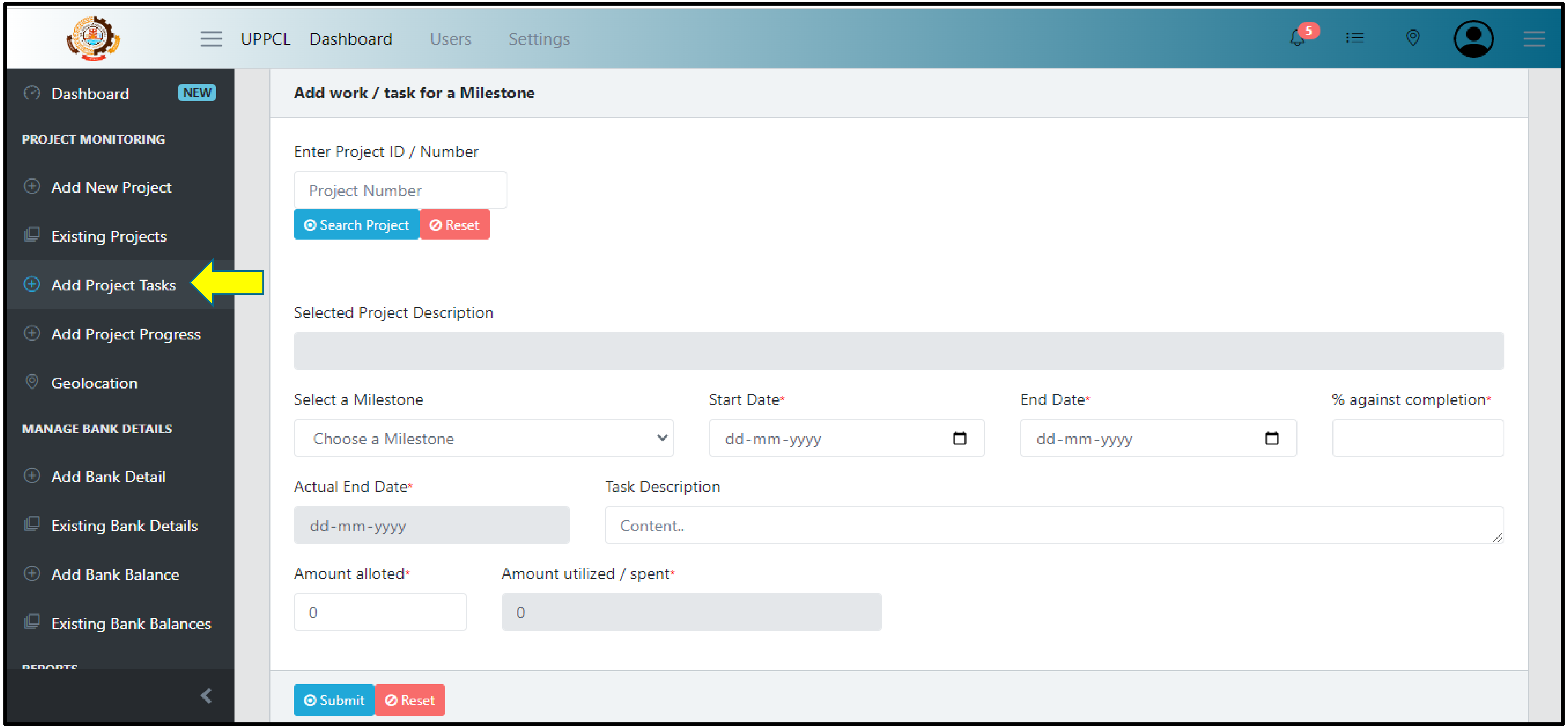
# HANDOVER DETAIL

User can fill the Handover details with date of Handover and upload Handover certificate. Once the Handover certificate is uploaded the status of the project will be changed to completed.



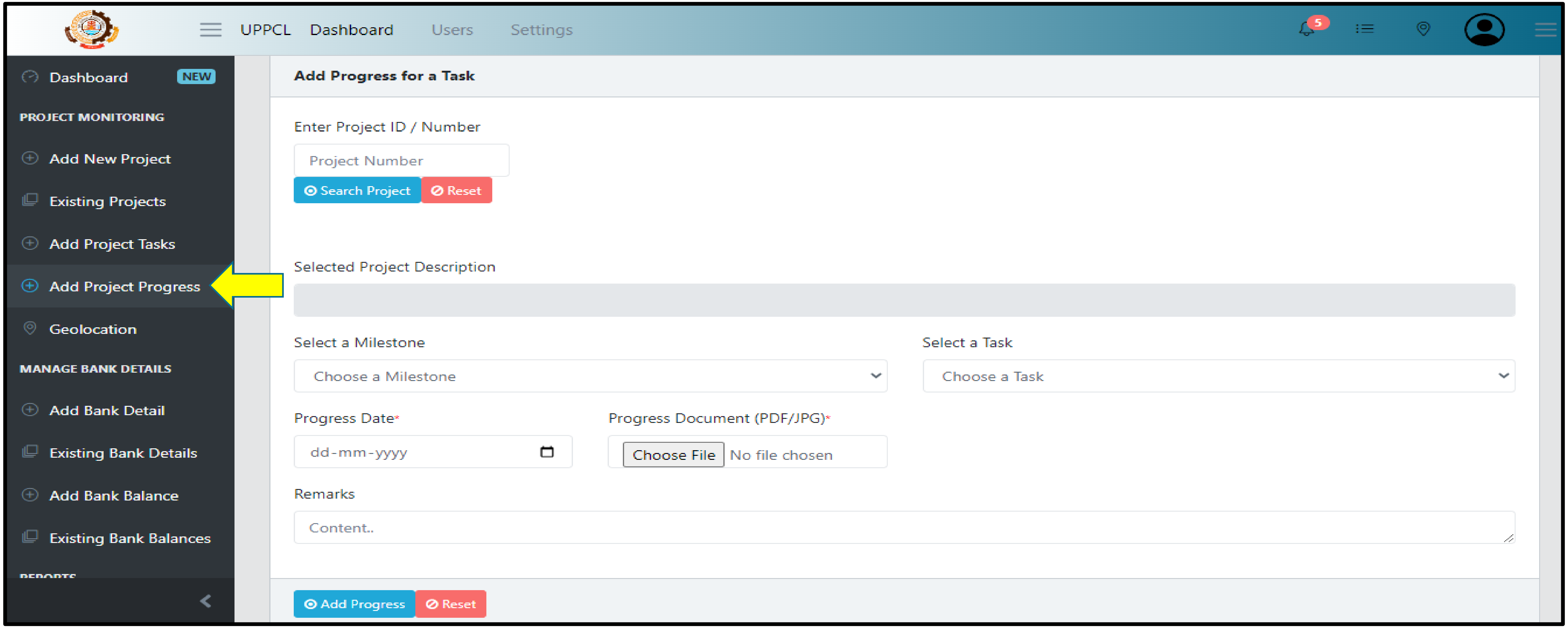
# ADD PROJECT TASKS

Please click on the **Project Tasks** on the Menu option in the left side to add work/task against any milestone of the Project. The task will be shown as pending as long as the Progress is filled against the task.



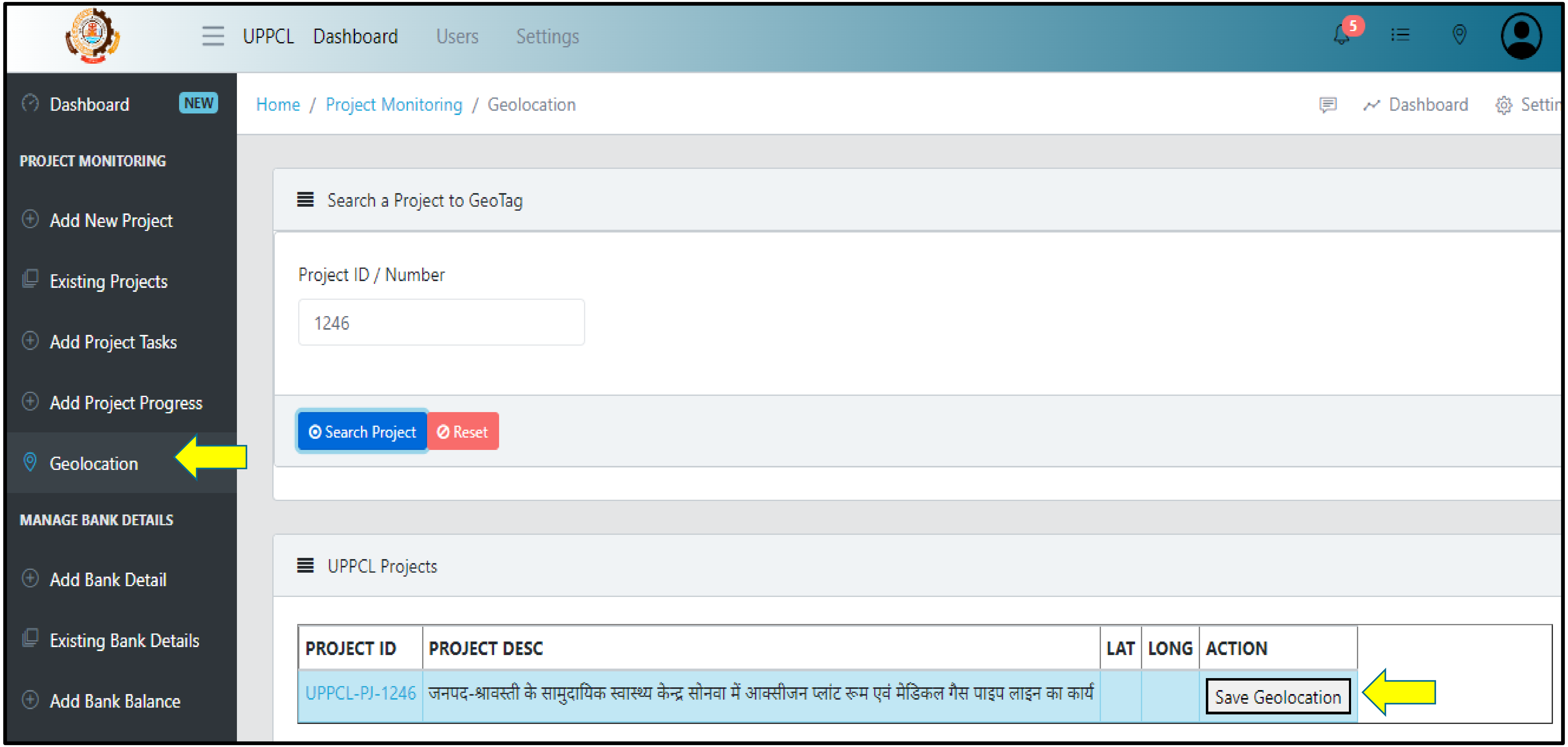
# ADD PROJECT PROGRESS

User can click on the **Project Progress** on the Menu option in the left side to add Progress against any Task under a milestone of the Project. Once the progress document is uploaded for the task/activity then the task progress status will change from pending to complete and when all the progresses / task are completed for a milestone then the respective milestone will be marked as completed. Again when all milestone of the project is completed then the project will be marked as handover_pending state. Once the handover detail is filled then the project status will be shown as complete.



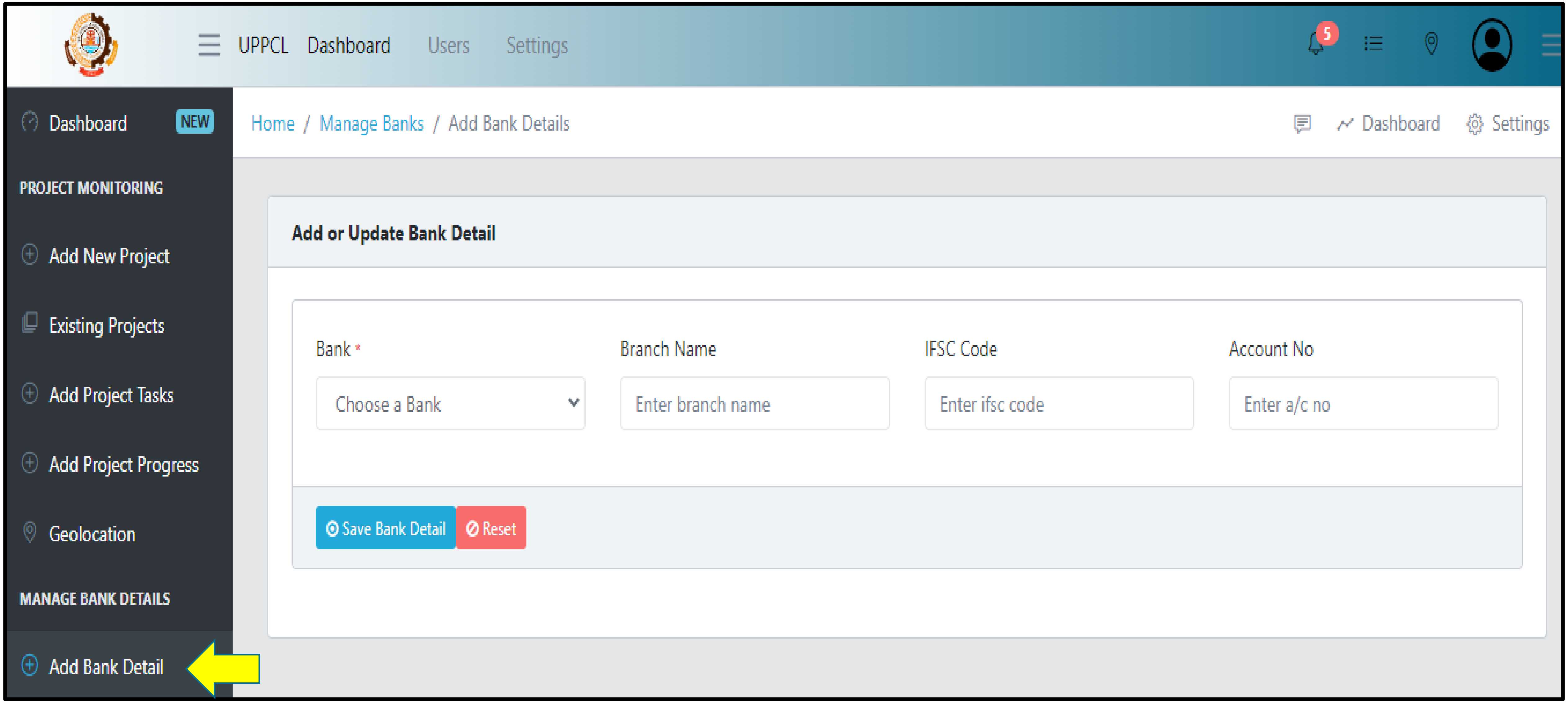
# ADD GEOLOCATION

User can click on the **Geolocation** on the Menu option in the left side and then search the project and save the geolocation.



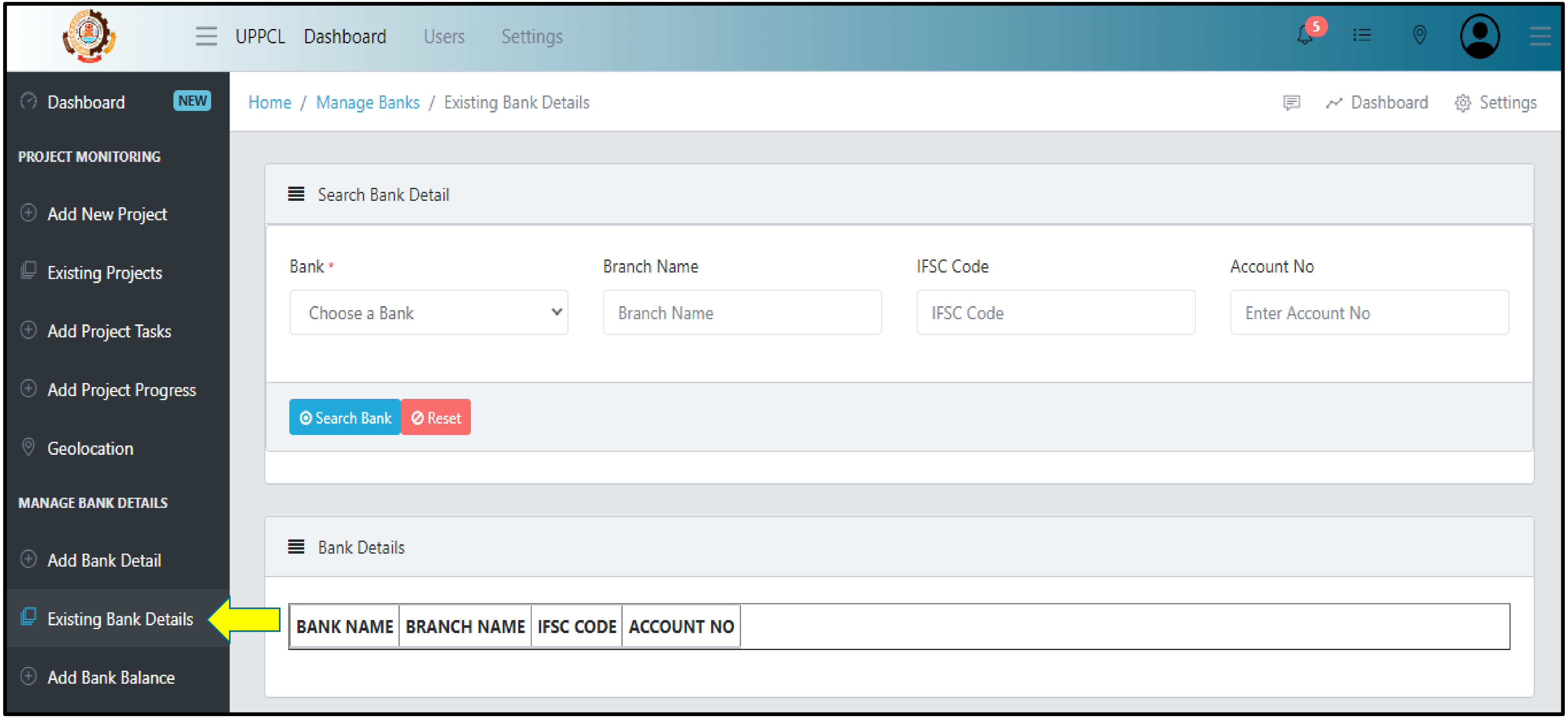
# ADD BANK DETAILS

User can click on the **Add Bank Detail** on the Menu option in the left side and **enter** the details of bank account associated with the Office.



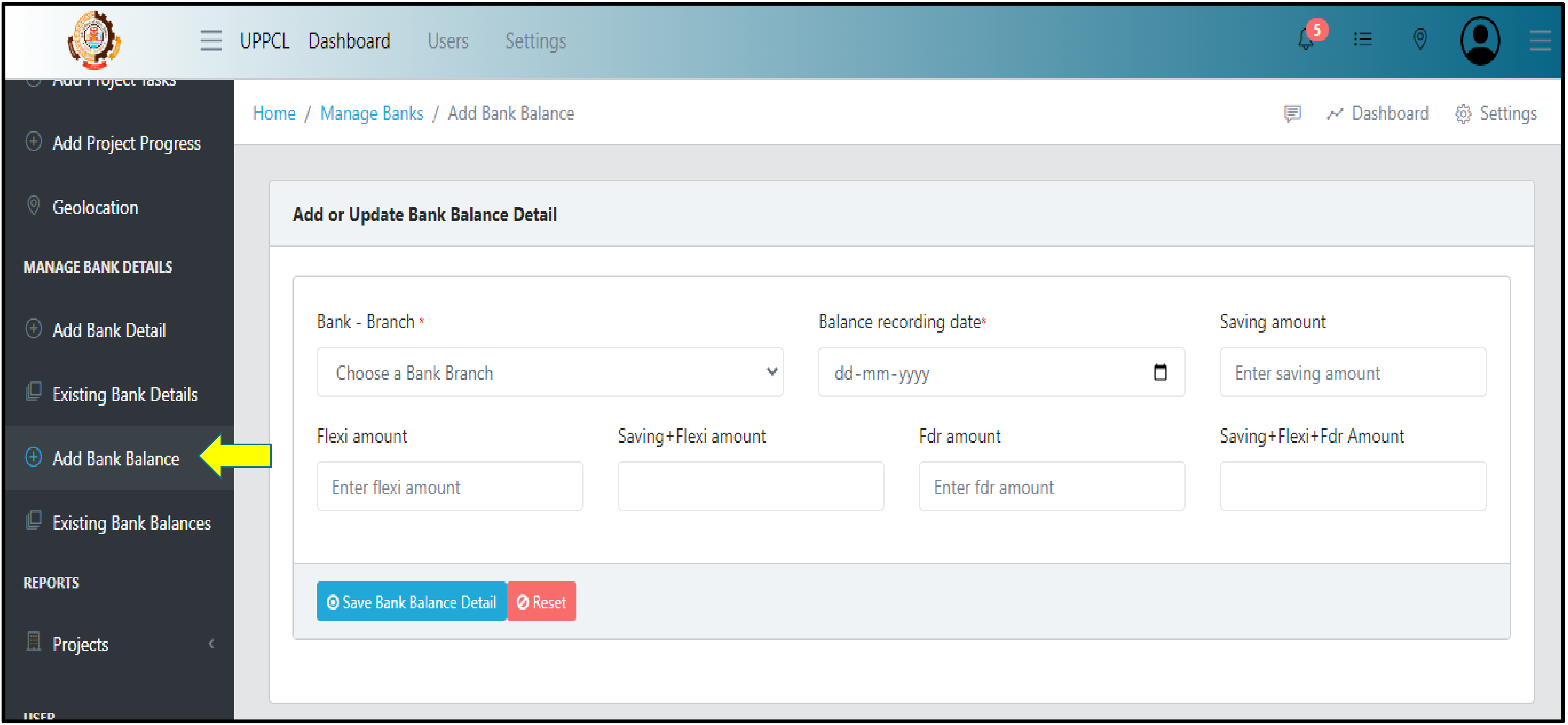
# EXISTING BANK DETAILS

User can click on the **Existing Bank Details** on the Menu option in the left side and **update** the details of bank account associated with the Office.



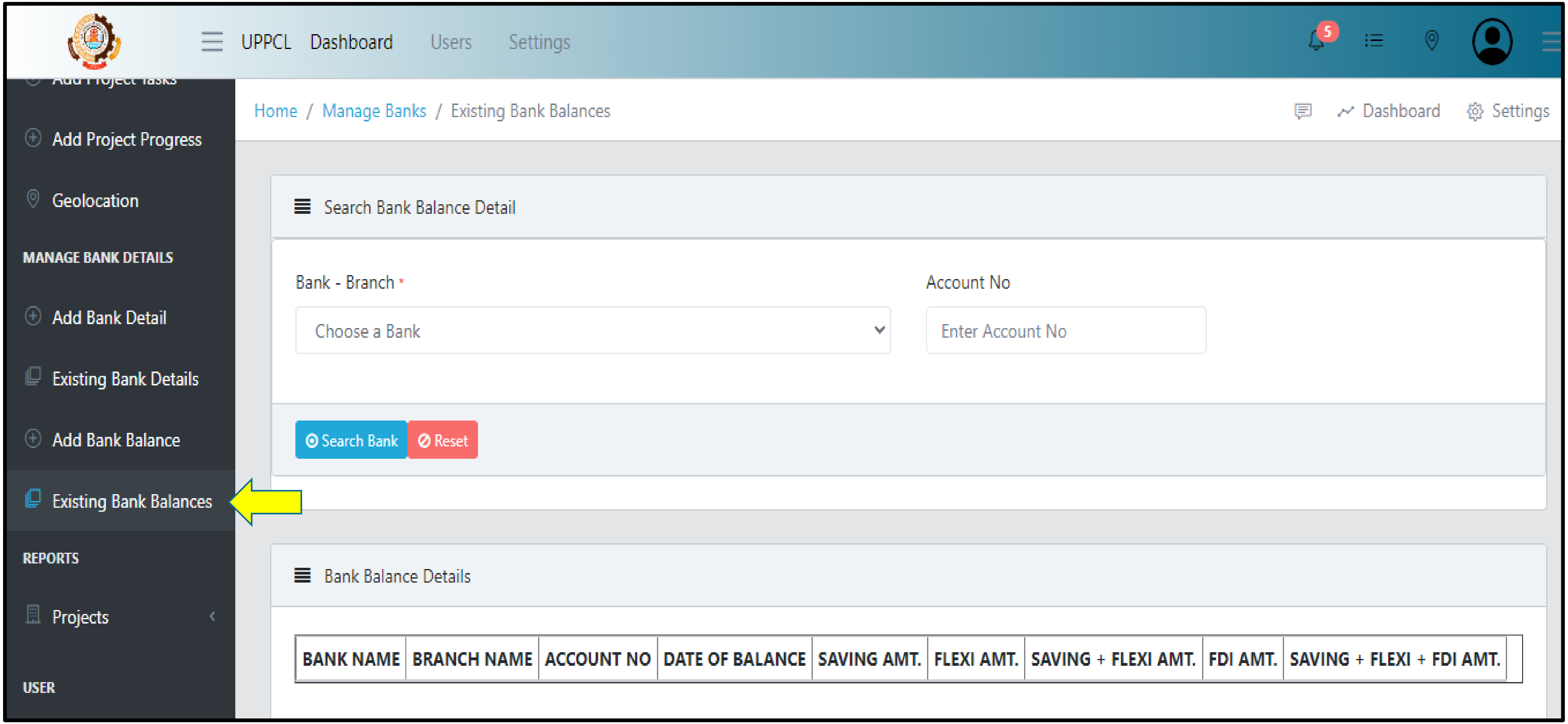
# ADD BANK BALANCES

User can click on the **Add Bank Balances** on the Menu option in the left side and **enter** the balance in each bank account associated with the Office.



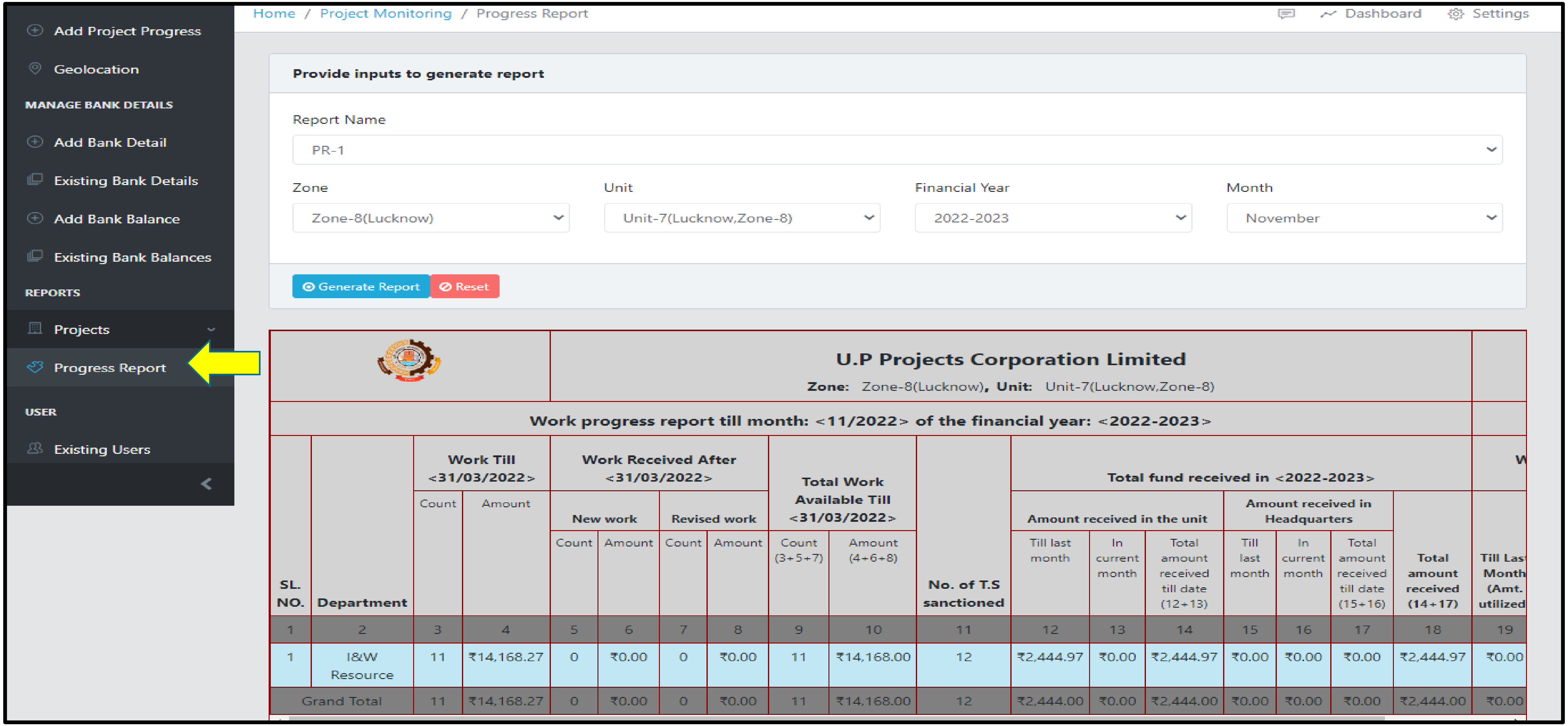
# EXISTING BANK BALANCES

User can click on the **Existing Bank Balances** on the Menu option in the left side and **view** the balance in each bank account associated with the Office.



# REPORT – PROJECT PROGRESS – (PR-1)

User can click on the **Progress Report** on the Menu option in the left side and then provide the input to generate the report. (PR-1)




| SL. NO. | Department | Work Till <31/03/2022> Count | Work Till <31/03/2022> Amount | Work Received After <31/03/2022> New work Count | New work Amount | Revised work Count | Revised work Amount | Total Work Available Till <31/03/2022> Count (3+5+7) | Amount (4+6+8) | No. of T.S sanctioned | Total fund received in <2022-2023> Amount received in the unit Till last month | In current month | Total amount received till date (12+13) | Amount received in Headquarters Till last month | In current month | Total amount received till date (15+16) | Total amount received (14+17) | Till Last Month (Amt. utilized |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 1 | I&W Resource | 11 | ₹14,168.27 | 0 | ₹0.00 | 0 | ₹0.00 | 11 | ₹14,168.00 | 12 | ₹2,444.97 | ₹0.00 | ₹2,444.97 | ₹0.00 | ₹0.00 | ₹0.00 | ₹2,444.97 | ₹0.00 |
| Grand Total | | 11 | ₹14,168.27 | 0 | ₹0.00 | 0 | ₹0.00 | 11 | ₹14,168.00 | 12 | ₹2,444.00 | ₹0.00 | ₹2,444.00 | ₹0.00 | ₹0.00 | ₹0.00 | ₹2,444.00 | ₹0.00 |

# THANK YOU!